MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY **STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)**	
WORKGROUP NAME:	**SPF/SIG Advisory Committee (SAC)**
DATE:	March 28, 2008
TIME:	11:00 a.m. – 3:00 p.m.
LOCATION:	State Of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CO-LEADER(S):	Larry P. Scott, Project Director Donald L. Allen, ODCP Director – SPF/SIG Chairman
GUEST SPEAKERS	Ken Dail, Prevention Network; Jane Goerge, Washtenaw/Livingston CA; Joel Hoepfner, Mid-South CA; Kim Kovalchick, Michigan Dept. of Education Tracy Johnson, Project Director, CSAP's Central CAPT
RECORDER:	Carolyn Foxall, Project Coordinator
	Tine Laux, CSAP Prevention Fellow

INTENDED MEETING OUTCOME

1. Administrative Update
2. Workgroup Updates
   a. State Epidemiological Workgroup (SEW)
   b. Inter-Governmental Workgroup (IG)
   c. Childhood and Underage Drinking Workgroup (CUAD)
   d. Coalition Workgroup (CW)
3. Clarify Prevention Network (PN) SPF/SIG Responsibility and Technical Support to CAs
4. Share Lessons Learned during SPF/SIG Strategic Planning and Implementation Phase – 2 CAs
5. Michigan Profile for Healthy Youth (MiPHY) Update
6. Central CAPT Update

KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)
The SPF/SIG Advisory Committee (SAC) convened for a monthly meeting on Friday, March 28, 2008. Larry Scott, Project Director, welcomed the participants. It was noted that this was a rescheduled meeting (from March 21st) due to the previous week's holiday. Minutes of the February 15, 2008 Evaluation Learning Community were silently reviewed and unanimously approved with a motion from Linda Nordeen and a second from Joel Hoepfner. Since there was less than a full quorum in attendance, Foxall stated that she would seek (additional) electronic approval of the minutes and other proceedings of the day.

Administrative Update:
- Current project status/future direction – Larry Scott reiterated that money was now allocated to communities. Using a four-slide presentation he reported that Phase I deliverables inclusive of a Needs Assessment Summary and a Strategic Plan had been received and approved for 11 of 16 CAs. Eight of 16 Phase II Implementation Plans have been reviewed and approved. Others have either received extensions or are pending review.
- He advised those present that extensions were going to be difficult to obtain at this stage of the grant as it was becoming imperative that ODCP report implementation activities and a corresponding expenditure of funds to CSAP.
- Those present were reminded that a funding plan narrative had been provided to CA Directors in an

FY08 funding guidelines announcement. The guidance included information regarding:

- Phase I Deliverables Submission
  - Needs Assessment Summary (incl. community-level evaluation)
  - Community Strategic Plan
- Approval of Deliverables
- Development of Phase II Implementation Plan (incl. planning and capacity building steps prior to implementation)

• Submissions to CSAP during March 2008 included: 1)Continuation Application FY 2009; and 2) Carry-Over Application of non obligated funds FY 2007-08 – Both are awaiting official Federal approval.

• As per FY 08 guidelines all CAs must submit an Implementation Status Report to ODCP by April 10, 2008

Inter-Governmental Workgroup (IG) – Linda Nordeen reported as acting Chairperson. She advised that the initial Department of Human Services Environmental Scan (ES) pilot interview provided an opportunity for "ice-breaking" introductions, organization chart reviews and identification of key department heads. The complexity of DHS dictated the need for scheduling a second meeting to allow actual feedback to the questionnaire. In addition, a second pilot will be scheduled to allow comparison with a smaller state department. She noted that on April 16th, there would be a presentation to a cabinet-level inter-agency committee which would afford the opportunity to overview the SPF/SIG and enlist support for the ES. At this meeting ODCP Prevention managers would also have an opportunity to discuss the American Athletic Institute Program (AAI) written by John Underwood.

State Epidemiology Workgroup (SEW) – Corinne Miller reported as Chairperson. The State Epidemiology Workgroup (SEW) presented a list of accomplishments noting especially that a core sub-committee had been meeting over the past few months to determine the content, format and timelines for a web-based repository. Kori White-Bissot presented the Data Indicator Collection and Reporting Recommendations on behalf of the SEW. She noted that a Core Team had assessed data gaps and determined that a central repository for county-level data would facilitate current and future projects. She added that that the report is a working document and was being submitted with a recommendation that the data system be updated every 2 years. After a general overview of its content, Kori asked that the SEW accept the report and forward it to ODCP for approval. Dianne Perukel moved for acceptance; Seconded by Ann Comiskey. The report was approved by the SAC with unanimous support. ODCP will be asked to provide feedback/approval on or before the May 16, 2008 meeting. A copy of the report is attached to these minutes.

Childhood & Underage Drinking Workgroup (CUAD) – Dianne Perukel reported as Chairperson. This group is currently working with Brenda Stoneburner in Town Hall Meeting (THM) preparation. Now that THMs are underway, the CUAD will revisit its more specific UAD charge of assessing statewide priorities and making recommendations to the SAC. Perukel also informed the SAC that the CUAD submitted a speaker proposal to participate in the annual Michigan Substance Abuse Conference.

Coalition Workgroup (CW) – Ann Comiskey reported as Chairperson. The CW has developed a questionnaire for coalitions that will allow them to report the number of coalitions, their current trends, and make recommendations to ODCP regarding their future needs. Comiskey noted that respondents would answer via a Zoomerang website set up by CW member, Sara Lurie. It was noted that PIRE had offered feedback that would be considered should there be a future document. Sheila Taylor moved

that the questionnaire be approved; Seconded by Linda Nordeen; The document was approved with unanimous support. Another future goal will be to establish a SPF/SIG ListServ.

Prevention Network SPF/SIG Responsibility and Technical Support to CAs
Ken Dail, Prevention Network (PN) Executive Director, was the first guest speaker. He spoke briefly of PN's history and purpose and explained that PN currently works with Coordinating Agencies (CAs). PN will be working in tandem with ODCP to provide technical advice and other assistance as needed or determined by implementation plans to facilitate underage drinking coalitions. [ODCP notes that PN has been asked to serve on a statewide training team to help address CUAD and other issues.]

CA Lessons Learned during SPF/SIG Strategic Planning and Implementation Phase
Jane Goerge, Washtenaw/Livingston CA and Joel Hoepfner, Mid-South CA provided informative presentations on their experiences:
- Forming Community Epidemiology Workgroups (CEW) and Community Strategic Prevention Planning Collaboratives (CSPPC)
- Coordinating the work that led to Needs Assessment Summaries and Strategic Plans
- Collaborative development of an Implementation Plan

Washtenaw/Livingston was a SIG Sub-recipient and spent some of their initial time expanding their existing network of partnerships and subsequently using available data to develop their Needs Assessment Summary and Strategic Plan. This CA is in the process of developing a public website and will soon share that information with other SPF/SIG stakeholders. Jane experienced some technical difficulties and allowed Hoepfner to use most of her allotted time.

Joel stated that Mid-South's SPF/SIG involved nine counties and indicated that challenges in moving ahead would be to continued dialogue and group collaboration. He offered some impressive data documents and a two-sided SPF summary sheet. Mid-South documents are available for viewing at http://mssac.com. You may access by clicking on Prevention Info.

Michigan Profile for Healthy Youth (Mi PHY Update)
Kim Kolvalchick, of the Michigan Department of Education, provided a historical, current and projected view of the MiPHY. Among other things, the survey measures risk and protective factors most predictive of alcohol, tobacco, and other drug use and violence. She summarized that of 182 high schools, 96 are registered, 38 are in the process of implementing the survey and 48 have completed the MiPHY. Many present expressed a desire to utilize the MiPHY data, but didn't feel it currently provided a representative sampling for Michigan communities. In response both MDE and ODCP concurred that more work needed to be done to involve more school districts. The Coalition Workgroup agreed to work with MDE to expand *volunteer* involvement and thus make the MiPHY a more viable resource. This project will have some overlapping implications with the State Epidemiology Workgroup (SEW). Appropriate networking will occur with Brenda Stoneburner. A wealth of information is available at http://www.michigan.gov/mde. Bob Higgins is the MiPHY Project Director and Byron Doty is the Project Coordinator.

Central Center for Prevention Technologies (CCAPT of Minnesota Public Health)
Tracy Johnson, Project Director of CSAP's CCAPT was present to distribute a summary of the open-space Learning Community conducted on January 18, 2008, Part III: SPF/SIG Implementation at the Community Level. He noted that each group leader had summarized feedback from participants and they were aggregated for review. The summaries were distributed and are attached to these

minutes. Johnson also, commended the group for the peer exchange opportunity afforded by the community "Lessons Learned" agenda segment. He asked that ODCP share the Executive Summary describing the assessment and plan development process for Mid-South Coordinating Agency with the upcoming CCAPT Technical Review Panel.

The next meeting is tentatively scheduled for **April 18, 2008**. This will be confirmed by e-mail following ODCP management decisions.

ACTION			
■ THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.			
ACTION ITEM	**RESPONSIBLE**	**DEADLINE**	**PROGRESS AND FOLLOW-UP ACTIONS**
N/A			

WORKGROUP OVERLAP		
■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL EFFECT ANY OTHER WORKGROUP OR CLUSTER. ■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS. ■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	**OVERLAPPING ISSUE**	**COMMUNICATION STRATEGY** AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
CW and SEW	Increasing School District involvement with MiPHY surveys. MDE and ODCP shared data information.	Initial discussion between ODCP and MDE, followed by engagement of CW.

RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEMS MAY BE "JIM NYE GAVE A PRESENATION ON THE RISK ASSESSMENTS USED BY DHS." ■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD. ■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.		
REQUEST	**TO WHOM**	**ACTION TAKEN**
N/A		

NEXT MEETING	
DATE:	TBD (APRIL 18, 2008 – TENTATIVE)
TIME:	9:00 – 10:50 A.M.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821

ANY ADDITIONAL COMMENTS?
N/A

ATTENDANCE			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Attendance Roster on file with ODCP			